

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division Hospital Strategic Planning & Implementation		
Position No / Agency-Unit-Class-Serial 461-515-9831-XXX		Unit Patient Management Unit		
Class Title Senior Psychologist Supervisor		Location Sacramento, California		
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID	Work Week Group:	Pay Differential No
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Chief of the Patient Management Unit and with additional support from the Assistant Medical Director in the Clinical Operations division, the Senior Psychologist Supervisor is responsible for overseeing Care Coordination efforts and providing consultation and direct supervision to staff in the planning, evaluation, and appropriate placement of patients during the preadmission process or in support of specific escalated instances within facilities of the Department of State Hospitals (DSH). The Senior Psychologist Supervisor leads the development and implementation of policies and procedures related to patient movement, substantive treatment options, and participates in broader Departmental efforts in clinical best practices and appropriate preadmission pathway utilization.				
The incumbent must pass a Live Scan background check through the Department of Justice.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
35%	<u>Care Coordination & Clinical Review Oversight</u> <ul style="list-style-type: none"> Organizes, directs, coordinates, and reviews the work of subordinate management and staff in the Care Coordination teams. May provide consultation, review, and recommendations for the most complex or sensitive cases based on clinical relevance and factors including but not limited to mental status, psychiatric diagnoses, psychiatric history, evaluation of treatment plans and discharge summaries, responses to treatment, and custody case factors. Consults with appropriate clinicians on the psychopharmacological needs and treatment appropriateness of referred patients for admission. 			
30%	<u>Leadership and Personnel Management</u> <ul style="list-style-type: none"> Provides supervision to clinical staff utilizing management philosophies which foster a positive and productive teamwork atmosphere; provide ongoing training and mentoring of staff, including regular on the job training related to relevant skills, technical and application-related 			

	<p>skillsets, and other specific knowledge, skills, and abilities expected of clinical staff in PMU.</p> <ul style="list-style-type: none"> • Completes annual independent development plans, probation reports, and identifies job-related training opportunities. Pursues performance management pathways as necessary. Demonstrates a commitment to professional development. • Develops, organizes, and leads regular team meetings to cover an array of topics related to PMU's workload and branch-adjacent knowledge. • The incumbent may act in the absence of the Patient Management Unit Chief.
15%	<p><u>Internal & External Collaborative Partnerships</u></p> <ul style="list-style-type: none"> • Liaison to and collaborates on solutions of mutual concern with external stakeholders including, but not limited to, county representatives, justice partners, other State agencies, the Department of Finance, the California Health and Human Services Agency, service providers, and other relevant entities. • As needed, testify in court or legislative hearings pertaining to PMU and DSH's preadmission process. • Actively participates in discussions with internal and external entities as appropriate regarding patient clinical presentations, psychological interventions and implications. • Collaborates and works closely with the members of the Department's Clinical Operations, Community Forensic Partnerships, Forensic Services, Legal, and Hospital Strategic Planning and Implementation Divisions. • Partners and conducts positive working relationships with external stakeholders such as county jail mental health, county mental health entities, and interagency relationships such as the California Department of Corrections and Rehabilitation.
15%	<p><u>Oversight & Innovation</u></p> <ul style="list-style-type: none"> • Assists and advises the Chief in overseeing development and implementation of new programs, policies, and procedures. • Assists in overseeing long-term planning activities and developing strategies that ensure resources are based on efficient, realistic, and achievable goals, meet the mission and goals of the Department, includes components for staff and leadership development, and ensures the recruitment and retention of a competent team. This may include future budget requests or development of new proposals. • Participates in a variety of departmental workgroups to provide input on preadmission pathway solutions.
5%	Performs other related duties as required.
Other Information	Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be explicit or graphic in nature and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties.

The majority of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person mandated trainings and essential meetings.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date